FSC-6-A	1/6/95	TO: ROM
SUBJECT:	Direct Account Inventory Level	

DISTRIBUTION:

X	AVP	X	CAM	___	ELM
X	RM	X	Reg.Mil.Mgr.	___	MIL
X	RBM	___	Reg.DF Mgr.	___	DF
X	ROM	___	DM	___	REP

cc: Scott
Stephen
DM's
TED's
RMD
DMD
Jucia
Reps
SRT's

(Please distribute to appropriate personnel.)

IMPORTANT REQUEST!!
Your assistance is being requested to secure direct account inventory levels for ALL RJR cigarette brand styles stocked.

Note: All Monarch and Best Value cases must be included in this inventory procedure.

Purpose

- The inventory data we gain will assist in determining our strategic planning and short/long-term volume requirements. This direct account inventory request is not associated with any information relative to the RJR Focus Program. You may, however, choose to use this as an audit procedure if you deem appropriate.

Timing

- Direct Account inventory levels must be taken on Monday, January 16, 1995 or Tuesday, January 17, 1995.
- To preserve the accuracy of the inventory counts, the account where inventory is taken should be made and inventoried one time only during the two-day period (January 16-17, 1995).

Where to Take Inventory

- All Direct Accounts in your Division (Military/Institutions and Vendors excluded).

How to Take Inventory

- SIS using the Hand-Held or Poqet Computer.
- All inventory should be counted in 12M case equivalents.
- Buy-Some-Get-Some-Free Product.
  - Report inventory of any BSGSF in the same manner as normal product, by brand style.
- Based on your individual situation, you may utilize only the following methods/personnel to take inventory:
  - Have a Sales Representative take inventory.
  - Have a Manager download a Division/Manager/Chain Account Manager territory and take inventory.

Reminder: Do not use the "out-of-territory" procedures. You must download the territory where the account resides and report inventory.

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Source: https://www.industrydocuments.ucsf.edu/docs/pqyy0000

Procedures Notes

- If account can provide you an accurate and current inventory from their own computer generated reports, you should use their data and enter it into Hand-Held or Poqet without making a physical count. Inventory must be done on January 16 or 17, 1995. The date of the inventory count is the date you must enter count into Hand-Held or Poqet Computer.

- When making a call, do not skip any of the designated brands for inventory count. You must enter "0" or a valid inventory quantity for all brands.

- IMPORTANT: For the purposes of this inventory procedure only, please utilize the Region Brand designations as follows:
  "Region Brand 1" - Total Century Styles
  "Region Brand 2" - "Balance of More styles (those not included in brand table)
  "Region Brand 3" - Total Canada styles (RJR Macdonald)

- Please ensure that all inventory is counted. There may be instances where excess inventory may be stored in locations other than where account normally stores product. **Important** -- All inventory must be counted in all locations where product is stocked.

- On the day you take the inventory count, the count can be made before or after account has received product.

- Inventory counts should be recorded in 12M case equivalents including B1G1F cases. Any partial cases should be rounded up or down to the nearest whole case. (Example: 30 to 60 cartons = 1 case; 29 cartons or less = 0 case.)

  Note: For brand styles exceeding 999 cases, enter 999 cases maximum in the Hand-Held and send an Electronic Message (BAUMANF) to Fred Baumann, or FAX to 910-741-7989 showing the number of cases exceeding 999 cases.

- Should an account refuse to allow you to take inventory, or for any other reason inventory is not taken, please send an Electronic Message or FAX to Fred Baumann explaining.

- An individual that takes inventory must have displayed in the Hand-Held or Poqet a valid Direct Account number.

- Only a valid Direct Account ("D" type) SIS account number should be used to take inventory.

Should you have any questions, please contact Fred Baumann at extension 7149.

Thank you for your attention to this important request.

R. J. REYNOLDS TOBACCO COMPANY

* Includes: More Brown Lt. F 120
More Lts F 100 Box
More Lts M 100 Box
More White Lt F 120
More White Lt M 120

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Source: https://www.industrydocuments.ucsf.edu/docs/pqyy0000